

**IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF NEW YORK**

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	:	
	:	CIVIL ACTION NO.:
	:	
Plaintiff,	:	
	:	
against	:	
	:	
	:	
	:	
	:	
Defendant.	:	
	:	
-----	X	

REPORT OF RULE 26(f) MEETING AND PROPOSED CASE MANAGEMENT PLAN

In accordance with Federal Rule of Civil Procedure 26(f), counsel for the parties spoke on _____ and exchanged communications thereafter, and submit the following report of their meeting for the court's consideration:

1. Summary of Claims, Defenses, and Relevant Issues

Plaintiff:

Defendant:

2. Subjects on Which Discovery May Be Needed

Plaintiff:

Defendant:

3. Informal Disclosures

The information required by Rule 26(a)(1) of the Federal Rules of Civil Procedure was disclosed by Plaintiff(s) on _____. In addition, on _____, Plaintiff(s) produced/will produce an initial set of relevant documents identified in its Initial Disclosures and will continue to supplement its production.

The information required by Rule 26(a)(1) of the Federal Rules of Civil Procedure was disclosed by Defendant(s) on _____. In addition, on _____, Defendant(s) produced/will produce an initial set of relevant documents identified in its Initial Disclosures and will continue to supplement its production.

4. Formal Discovery

The parties jointly propose to the Court the following discovery plan:

a. All fact discovery must be completed by _____.

b. The parties are to conduct discovery in accordance with the Federal Rules of Civil Procedure and the Local Rules of the Southern District of New York. The following interim deadlines may be extended by the parties on consent without application to the Court, provided that the parties meet the deadline for completing fact discovery set forth in 3(a) above.

- i. Depositions: Depositions shall be completed by _____ and limited to no more than _____ depositions per party. Absent an agreement between the parties or an order from the Court, non-party depositions shall follow initial party depositions.
- ii. Interrogatories: Initial sets of interrogatories shall be served on or before _____. All subsequent interrogatories must be served no later than 30 days prior to the discovery deadline.

- iii. Requests for Admission: Requests for admission must be served on or before _____.
- iv. Requests for Production: Initial requests for production were/will be exchanged on _____ and responses shall be due on _____. All subsequent requests for production must be served no later than 30 days prior to the discovery deadline.
- v. Supplementation: Supplementations under Rule 26(e) must be made within a reasonable period of time after discovery of such information.

5. Limitations on Discovery

Does either party seek limitations on discovery? Describe

6. Amendments to Pleadings

Are there any amendments to pleadings anticipated? _____
Last date to amend the complaint _____

7. Expert Witness Disclosures

At this time, the parties do/do not (circle one) anticipate utilizing experts. Expert
discovery shall be completed by _____.

8. Electronic Discovery

- i. Have the parties discussed electronic discovery? _____
- ii. Is there an electronic discovery protocol in place? If not, when do the parties expect to have one in place? _____
- iii. Issues the parties would like to address concerning preservation of evidence and/or electronic discovery at the Initial Case Management Conference?

9. Anticipated Motions

10. Early Settlement or Resolution

The parties have/have not (circle one) discussed the possibility of settlement. The parties request a settlement conference by no later than _____. The following information is needed before settlement can be discussed:

11. Trial

The parties anticipate that this case will be ready for trial by _____.

The parties anticipate that the trial of this case will require _____ days.

The parties do/do not (circle one) consent to a trial before a Magistrate Judge at this time.

12. Other Matters

Describe additional matters either party wishes to discuss the following issues at the conference:

Respectfully submitted this _____ day of _____.

ATTORNEYS FOR PLAINTIFF(S):

ATTORNEYS FOR DEFENDANT(S):
